

PROPER FORM OF PLEADINGS

All petitions and pleadings must be on 8 1/2" by 11" paper. Every petition, schedule or other paper submitted for filing must be affixed to a legal back. Unless a Judge of this Court orders otherwise, papers submitted for filing must (1) be plainly written, typed, printed or copied without erasures or interlineations which materially deface it; (2) bear the complete caption, debtor's social security or tax ID number, case number, judge code and chapter; (3) if relating to an adversary proceeding, bear both the case number and adversary number; (4) bear on the legal backing the name, address and telephone number of the attorney of record for the filing party; and (5) be signed in accordance with Bankruptcy Rule 9011. Parties not represented by an attorney must sign pleadings, and provide name, address and phone number.

All papers submitted must have two holes punched at the top, centered and set three inches apart.

The Divisional Office in which a petition may be filed depends on the debtor's address and the Chapter of the Bankruptcy Code under which the petition is being filed. Refer to Local Bankruptcy Rule 1002-1 for specific direction. All pleadings and other submittals in a case will be accepted for filing only in the Divisional Office in which the case is pending.

Conformed copies will not be returned unless the filer provides a copy and a stamped, self-addressed return envelope **large enough to contain the material to be returned**. To avoid loss in the paper shuffle, the return envelope should be stapled to the copy.